



*Academic Excellence. Inspired By Christ Since 1891.*

## Staff Application Form

**Instructions:** Fill out the form below and return as an attachment on an e-mail addressed to [office@trinityportland.org](mailto:office@trinityportland.org) or by mailing it to Trinity Lutheran Church and School, 5520 NE Killingsworth, Portland, OR 97218.

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### Personal Data: (Print or type)

First, middle, and last name: \_\_\_\_\_

Street address, city, state, zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

Member of which Christian church? \_\_\_\_\_ Pastor: \_\_\_\_\_

Desired position: \_\_\_\_\_ Date you could start: \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ If so, explain: \_\_\_\_\_

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### Education:

High school(s) attended: \_\_\_\_\_

Graduation date: \_\_\_\_\_ GED date: \_\_\_\_\_

Colleges attended, dates of attendance, and degree received:

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List any academic honors: \_\_\_\_\_

*"Empowered by Christ's love, Trinity Students engage in academic rigor to be life-long learners and serve others"  
"Trinity is a diverse, vibrant community of forgiven sinners sharing the unconditional love of Jesus with all"*

Additional training, dates of training, certificates received (if any):

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**Previous employment:**

Current or most recent employer: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Position and responsibilities: \_\_\_\_\_

Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Next most recent employer: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Position and responsibilities: \_\_\_\_\_

Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Next most recent employer: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Position and responsibilities: \_\_\_\_\_

Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**Skills and Attributes:**

Please list the skills and professional attributes you have that you feel would qualify you for the position you seek:

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**References:** Please provide the names and contact information for three references who can testify to your professional performance:

Reference #1: Name \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Position: \_\_\_\_\_

Company: \_\_\_\_\_

Reference #2: Name \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Position: \_\_\_\_\_

Company: \_\_\_\_\_

Reference #3: Name \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Position: \_\_\_\_\_

Company: \_\_\_\_\_

I hereby certify that the statements made in the above employment application are true and complete, to the best of my knowledge, and I authorize investigation of those statements. I understand that falsification, misrepresentation, or omission of facts will be sufficient cause for elimination of any consideration for employment or cause for dismissal from Trinity Lutheran Church and School if I have been employed. Trinity Lutheran Church and School has the right, exercisable at any time and without notice, to change wages, non-accrued benefits and policies, as well as to terminate with or without cause, the employment relationship. I understand that no employee or representative of Trinity Lutheran Church and School other than the President of the congregation has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing. I understand that all employees of Trinity Lutheran Church and School are expected to respect the official doctrines of the Lutheran Church - Missouri Synod and to pursue lifestyles that are morally in harmony with its teachings.

I agree that I have read and understand the above acknowledgements and agreements and recognize all of the above conditions of employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Equal Opportunity Employer Statement:** Trinity Lutheran Church and School is affiliated with the Lutheran Church-Missouri Synod and has been providing educational and other ministries to Portland area residents since 1888. Trinity Lutheran Church and School does not discriminate in the employment of individuals on the basis of race, color, national or ethnic origin, familial status, disability, sex, gender or age; As permitted by law, Trinity Lutheran Church and School reserves the right to give preference in employment based upon religion to further the religious objectives of the institution and The Lutheran Church-Missouri Synod.

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